

**VENTURA LAFCO**  
**WATER & WASTEWATER SERVICE REVIEW**  
**PART I**

**1. Contact Information (all agencies)**

a. Name of City/District: City of Camarillo

Mailing Address: P.O. Box 248

City Camarillo State CA Zip 93011-0248

Primary Office Address (if different): 601 Carmen Drive

City Camarillo State CA Zip 93010-

Telephone: (805) 388-5334 Fax: (805) 388-5318

E-Mail: lmcgovern@ci.camarillo.ca.us

b. Manager (Chief Staff Official):

Last Name: Bankston First Name: Jerry

Title City Manager

Mailing Address (if different than contact):

Address P.O. Box 248

City: Camarillo State: Ca Zip 93011-0248

Telephone (805) 388-5307 Ext  Fax (805) 388-5318

E-mail: ibankston@ci.camarillo.ca.us

c. Contact (if different than manager):

Last Name: Westdyke First Name: Robert

Title AssistantCityManager

Address:

City:  State: CA Zip

Telephon (805) 388-5309 Ext.:  Fa (805) 388-5318

E-mail: rwestdyke@ci.camarillo.ca.us

d. Legal Counsel: Brian A. Pierik

Title: City Attorney

Mailing Address (if diferent than m

City:  State:  Zip

Telephone (805) 388-5308 Ext:  Fax (805) 388-5318

E-mail bpierik@bwsllaw.com

Agency Name:

City of Camarillo

**Governance Information (all agencies)**

a. Agency Type (check all that apply)

- City      Date of Incorporation: 10/22/1964
  - General Law     Charter
  - Independent Special District     Dependent Special District
- Enabling Legislation (citation for principal act)

\_\_\_\_\_  
Date of Formation: \_\_\_\_\_

b. Governing Body:

- City Council     Board or Directors     Other (specify) \_\_\_\_\_

Number of Members 5

How are members selected  at large vote     voting districts

voting divisions     appointment at large     appointment by district

other (specify) \_\_\_\_\_

\_\_\_\_\_  
If elected, date of last election 11/01/2002

How may members ran unopposed: 4

Terms of office  4 year     2 year

Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: Charlotte Craven      Title: Mayor

Elected or  Appointed      Expiration Date of Term 11/ 1/2006

Name: Donald Waunch      Title: Vice Mayor

Elected or  Appointed      Expiration Date of Term: 11/ 1/2004

Name: Kevin Kildee      Title: Council Member

Elected or  Appointed      Expiration Date of Term: 11/ 1/2004

Name: Jeanette L. McDonald      Title: Council Member

Elected or  Appointed      Expiration Date of Term: 11/ 1/2006

Name: Michael D. Morgan      Title: Council Member

Elected or  Appointed      Expiration Date of Term: 11/ 1/2006

Name: \_\_\_\_\_      Title: \_\_\_\_\_

Elected or  Appointed      Expiration Date of Term: \_\_\_\_\_

Name: \_\_\_\_\_      Title: \_\_\_\_\_

Elected or  Appointed      Expiration Date of Term: \_\_\_\_\_

Agency Name: City of Camarillo

d. Compensation (of elected officials)

Basic Stipend: \$750.00  per meeting or  per month

District compensation:  GovCompDC Mileage amount per mile: \_\_\_\_\_

Meals \_\_\_\_\_  Monthly travel Amount: \_\_\_\_\_

Other Spec Flat reimbursement 300/mo. Mayor 400/mo.

Insurance Coverage  Life 50000

Medical \_\_\_\_\_  Dental \_\_\_\_\_

Other (Specify): Vision Amount: \_\_\_\_\_

Retirement Benef PERS; 401A or Medicare

Amount: PERS (City Paid) 401A (City 7%)

Is there a limit on the amount a board member/city council member can earn

Check for Yes blank for No Amount: \$750.00

Are new board members provided with an orientation session with the General Manager/City Manager?

Check for Yes blank for No With Legal Council?  Check for Yes blank for No

e. Meeting Information

Regular Scheduled meetings day:: 2nd and 4th Wednesday Time: 7:30 PM

Regular meeting location: Address: 601 Carmen Drive

City: Camarillo

ZipCode: 93010

Is location easily accessible to the public  Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)?  Check for Yes blank for No

List ways notice of regular meetings is given to the public:

Posted at City Hall; Available at Library; Cable and Internet

Does your agency conduct regular reviews of the requirements of the

Brown Act  Check for Yes blank for No FPPC  Check for Yes blank for No

Public disclosure requirements  Check for Yes blank for No

Date of Last review session: 4/17/2002

Has your agency been cited for a violation of the Brown Act and/or FPPC regulations in the previous two years?

Check for Yes blank for No

Agency Name:

City of Camarillo

**3. Employee Information (all agencies)**

*Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.*

**a. Total No. of Employees**     171

Executive and Management   16   Professional and Support   127

Operational:   25   Other (Specify):   Student Hire   Number:   3

**b. Number of Employees in all aspects of Water Service**

Executive and Management          Professional and Support   3

Operational   13   Other (Specify)                          Number:       

**c. Number of Employees in all aspects of Wastewater Service**

Executive and Management   0   Professional and Support   3

Operational   8   Other (Specify)   Maintenance   Number:   4

**d. How many employee bargaining units are recognized?** (list the number and the name of each bargaining unit):

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How many Employees are represented:	Agency Total:	<u>171</u>
	Water Service:	<u>16</u>
	Wastewater Service	<u>15</u>

What are the dates and terms of the last bargaining agreements

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4. Financial Information (all agencies)

a. Service Cost Information:

List current rates for all categories of services

See attachment No. 1

Water Agencies – what are the rates in terms of acre-feet

Imported \$482; Exported \$522.96

Wastewater Agencies – what are the rates in terms of MGD See Wastewater Form

Rate changes in last two years:

Specify rate changes anticipated in next two years:

under review

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

1.25 times the City rate

b. Budget Information for the Last Three Fiscal years:

Are adopted budgets posted on the agency website? [X] Check for Yes Blank for No

Are copies of adopted budgets available to the public [X] Check for Yes Blank for No

FY 2000-2001: Revenues: 8,690,500 Expenses: 7,117,186

Capital Improvements: 2,897,764 Reserves:

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund:

FY 2001-2002: Revenues: 9,080,600 Expenses: 8,090,099

Capital Improvements: 218,992 Reserves:

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the

FY 2002-2003: Revenues: 8,751,000 Expenses: 8,004,722

Capital Improvements: 770,000 Reserves:

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund:

Agency Name: **City of Camarillo**

**c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.**

**FY 2000-2001:** **Voter Approved** **Sunset Date**

Property Taxes: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Special Taxes: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Service Charges: 7,368,500 % 84.79%  Check for Yes Blank for No \_\_\_\_\_

Fees: 528,000 % 6.08%  Check for Yes Blank for No \_\_\_\_\_

Assessments: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Stand-by Charges \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Grants: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Other (Specify): Interest Income Amount: 794,000 % 9.14%

**FY 2001-2002:** **Voter Approved** **Sunset Date**

Property Taxes: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Special Taxes: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Service Charges: 7,293,200 % 80.32%  Check for Yes Blank for No \_\_\_\_\_

Fees: 1,187,400 % 13.08%  Check for Yes Blank for No \_\_\_\_\_

Assessments: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Grants: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Other (Specify): Interest Income Amount: 600,000 % 6.61%

**FY 2002-2003:** **Voter Approved** **Sunset Date**

Property Taxes: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Special Taxes: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Service Charges: 7,541,000 % 86.18%  Check for Yes Blank for No \_\_\_\_\_

Fees: 424,000 % 4.85%  Check for Yes Blank for No \_\_\_\_\_

Assessments: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Grants: \_\_\_\_\_ % \_\_\_\_\_  Check for Yes Blank for No \_\_\_\_\_

Other (Specify): Interest Income Amount: 785,000 % 8.97%

Are areas annexing to your agency accessed stand-by charges (click for yes):

If so what is the amount of the stand-by charge

Based on meter size see Attachment No. 1

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes)

If yes what is the amount: \_\_\_\_\_

Agency Name City of Camarillo

d. Reserves:

Reserve Definitions:

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue			
Operating Reserves	4,235,324	4,033,642	3,772,251
Capital Reserve Fund	8,831,301	10,116,260	8,219,165
Operating and Rate Stabilization Fund			
Restricted Debt Reserves	23,054	39,522	39,522
Other Reserves			

e. Audits

Date of last independent audit: 6/30/2002

Who conducted last independent audit? Caporicci & Larson, LLP

Was the audit qualified in any way? No

f. Bonds:

What is your agency's bond rating? A+ (Stable)

What was the source of the rating? Standard & Poor's As of 1-1-1999

Agency Name:

City of Camarillo

## 5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

c. Describe any litigations your agency has been involved in the previous two years.

None

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d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

Yes

Pending litigation:

No

Court judgement:

No

Legal issues:

Maybe

Restricted assets:

Yes

Financial constraints:

Yes

Other:

Agency Name: City of Camarillo

## 6. Service Information (all agencies)

**a. Provide a list of services provided by your agency:**

Water services, Street Maintenance, Solid Waste and Recycling programs, and redevelopment

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Provide a brief narrative description of the service area for water service.

Predomintely City Boundaries west of Calleguas Creek

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Provide a brief narrative description of the service area for wastewater service.

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**b. Estimated January population in agency's boundaries:** 60,546

Size in acres: 12,718

**c. Estimaed January 2003 population in sphere influence:** \_\_\_\_\_

Size in acres: \_\_\_\_\_

Agency Name | City of Camarillo

7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)

a. Total number of customers Retail 11470 Wholesale:

b. Total Number of water service connections in Agency Boundaries

Domestic 11446 Agricultural: 16 M()I 8
Reclaimed: Other (specify): Amount of Other:

c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:

Domestic Agricultural: M()I
Reclaimed: Other (specify): Amount of Other:

d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:

Domestic Agricultural: 2 M()I
Reclaimed: Other (specify): Amount of Other: 1

e. Shared Facilities:

Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:

Table with 3 columns: Address, Parcel Number, Etc...
Row 1: See Attachment No. 3

f. Does your agency have a master plan? (Check for Yes) [X]

Date of current master plan: 12/1/1999

Date of previous master plan: 5/1/1990

Agency Name

City of Camarillo

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: See Attachment No. 2

Miles of Lines 150 Type: Asbestos Cemen

Capacity: 0.9 Year built: \_\_\_\_\_

Storage capacity in days 2 Year capacity last expanded: 1999

What permits (local, state, federal) are required:

State of California Department of Health Services Water Supply Permit

Are required permits current (check the box for yes)

Does your agency have permit violations: no

Is your agency applying for new permits or permit amendments: no

Date of latest Water Quality Report: 6/1/2002 Are copies posted on the web? (Check for Yes)

**h. Water Source Information:**

Imported Source: Calleguas MWD (State Water Project) Percentage of total: 60.00%

Reclaimed: Source: \_\_\_\_\_ Percentage of Total \_\_\_\_\_

Other (specify) \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source: Fox Canyon Groundwater Aquifer Percentage of total: 40.00%

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Surface (list each surface source:)

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes)

What is you agency's estimated peak demand? 14.4 MGD in 1997 What is your agency's peak demand capacity? 30.2 MGD total ma

In the event of a power outage what additional resources of power are available: 3 stand by diesel generators

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed?

use of Calleguas Municipal Water District Storage

Agency Name:

City of Camarillo

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes)  SerInfoWWAMP

Date of current master plan: \_\_\_\_\_ Date of previous master plan: \_\_\_\_\_

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### b. Number of wastewater service connections in agency boundaries

Residential: 30,730 Commercial: 2,199 Industrial: 17

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

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### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

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### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

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Agency Name

City of Camarillo

**e. Wastewater Service Connections:**

Total number of wastewater service connections:

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facilities \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_ Capacity (MGD) \_\_\_\_\_

Year built: \_\_\_\_\_ Year capacity last expanded \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes)

Does your agency have permit violations? (check box for yes)

Is your agency applying for new permits or permit amendments? (check box for yes)

If yes, what permits? \_\_\_\_\_

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Location of treatment facilities: \_\_\_\_\_

Miles of lines: \_\_\_\_\_ Type: \_\_\_\_\_ Capacity: \_\_\_\_\_

Year Built: \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits are required for facilities:  
\_\_\_\_\_

Are required permits current (check box for yes)

Does your agency have permit violations? (check box for yes)

Is your agency applying for new permits or permit amendments? (check box for yes)

If yes, what permits? \_\_\_\_\_

**Agency Name:** City of Camarillo

## 8. Service Information

### f. List current share activity with other service providers and provide a brief description

Joint Power Authorities (JPA's)

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Memorandums of Understanding (MOUs)

California Urban Water Conservation Council

You

Service Agreements:

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Purchasing Agreements:

Water meter and fire hydrant purchases

Equipment Sharing:

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Insurance Pools:

JPIA

Joint Funding:

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Other:

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### g. Agency Function:

List Agency Functions that are Provided by:

Private Contractors: Landscaping; pest control; diesel generator; and maintenance agreement

Other: \_\_\_\_\_

Annual savings produced by using contractors/other agencies \_\_\_\_\_

Other? \_\_\_\_\_

List any excess capacity, facilities or staff which can be made available by your agency

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